

Issuing and Receiving Paper Ballots

Identify Elector & Issuing Ballot

Never leave the Ballot Box unattended.

Receiving the Ballot Card

Voter must state his name and address to the clerk in charge of the Election Record Poll Book and sign their name before receiving the ballot

Check Remarks column for any notations

A challenge made in the remarks column requires that a voter sign an "Oath of Challenged Person" before receiving a ballot -
Record "Sworn" in the Remarks column

"Registered By Mail ID Required"
Before the voter can be issued a ballot they must present a form of identification

See "Attention Mail-In Registrants" placard posted in the polling place

When identification is provided and write "Verified" in the Remarks column

Record ballot stub or sequence number in the Election Record Poll Book as directed by the County Clerk

Stamp ballot with official election stamp, issue official ballot and give folding instructions.

The operation of voting shall be secret. The elector must retire to a vacant voting booth and mark their ballot(s) according to the posted instructions

Before leaving the booth, the elector shall fold their ballot(s) so that the official stamp is visible and the face of the ballot(s) is completely enclosed

The elector states name and address and presents their ballot to the receiving clerk

The clerk deposits the voted ballot(s) in the voted ballot box, making sure the ballots are folded correctly

Elector may deposit the ballot themselves if they insist

Record in the Election Record Poll Book that the elector has voted

Announce the elector's name loudly enough to be heard by the poll watchers

In precincts using duplicate ballot boxes tallying begins after five (5) ballots are cast

Close the first ballot box and retire to the counting area and count the ballots

Return the 1st ballot box and count the ballots in the 2nd ballot box

Counting continues until the polls are closed when clerks shall complete the counting